

# **Library Board Meeting Agenda**

## **July 17, 2025**

### **Highland City Hall**

**5:30 pm-Call to Order:** Amy Brinton, Board Chair

**1. Public Comment**

**2. Consent**

Approve minutes from 2025 05 22

**3. Reports**

Director's Report

**4. Action/Policy Items**

Election of Officers

Online Access Policy

**5. Discussion Items**

Library Budget Advocacy Work Session with City Council

**6. Future Agenda Items**

**7. Adjournment**

In accordance with Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at (801) 772-4505 at least three days in advance of the meeting.

**ELECTRONIC PARTICIPATION**

Members of the Library Board may participate electronically during this meeting.

**CERTIFICATE OF POSTING**

I, Stephannie Cottle, the duly appointed City Recorder, certify that the foregoing agenda was posted at the principal office of the public body, on the Utah State website (<http://pmn.utah.gov>), and on Highland City's website ([www.highlandut.gov](http://www.highlandut.gov)).

Please note the order of agenda items are subject to change in order to accommodate the needs of the board, staff and the public.

Posted and dated this agenda on the 17<sup>th</sup> day of July 2025.      Stephannie Cottle, City Recorder

<b>THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS.</b>
----------------------------------------------------------------------------

**Minutes from a Regular Meeting of the  
HIGHLAND CITY PUBLIC LIBRARY BOARD**

Thursday, May 22, 2025 at 7:00 p.m.

IN ATTENDANCE

**Board Members**

Jessica Anderson, Secretary  
Amy Brinton, Chair  
Ron Campbell  
Rachel Farnsworth  
Lynn Lonsdale  
Wesley Warren

**Other**

Donna Cardon, Library Director and  
Board Executive Officer

**Absent Board Members**

Kevin Tams, Vice-Chair

A quorum of the Board being present, Chair Amy Brinton welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:07 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

AGENDA

**1. Public Comment**

None.

**2. Consent**

- a. Approve Minutes 2025.03.27*
- b. Approve Minutes 2025.04.24*

Jessica Anderson moved to approve the consent agenda. Wesley Warren seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Wesley Warren

The motion passed.

### **3. Reports**

#### *a. Director's Report*

Donna Cardon gave her report. She started by announcing that she gave her official resignation notice today. She will continue working full-time until someone is hired and then part-time while training. The job will be posted next week. The Board discussed the hiring process.

She highlighted that the Library spent May prepping for summer reading but also had good turnout at a few programs and manned a table at the City Open House. Summer Reading will kick off with a ty-dyeing t-shirt event. Summer programs start June 3, and the Library is anticipating record numbers at story time and STEM classes. Brandon Mull will be doing a book talk and signing in June.

The Library is working hard on refreshing the new discovery kits funded by the Library Foundation and hiring two seasonal librarians for the summer. Donna attended the ULA conference in May and moderated a panel discussion. Donna also attended a town hall meeting at Cedar Hills which, due to budget constraints, is considering removing or reducing their reimbursement of library cards. Many people came and gave public comment about how important libraries are.

Donna also shared an impact story about the monthly Hives, special needs adult, story time and about attending a performance of *The Wizard of Oz* the group put on. Donna also highlighted some statistics, including a new statistic of total items transported between the three TLC libraries.

### **4. Action/Policy Items**

#### *a. Board Organization and Operating Procedures*

The Board considered the proposed changes to the operating procedures, which address the role of the board and simplify the committees section.

Jessica Anderson moved to adopt the updates to the Organization and Operating Procedures document as discussed. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Wesley Warren

The motion passed.

*b. FY 2026 Library Budget*

The Board considered the FY 2026 budget. Donna noted that the Library's budget has been reviewed and discussed by the city council over the last couple of months. The version in the packet was presented to the council on April 29, 2025. Donna noted that the carryover amount will not be as high as originally thought and that much of the carryover is attributable to the way that the city formulates the staff costs. The Library's staff is all part-time and is not paid for holidays or sick time, resulting in about 400 hours unpaid each year. This can be addressed in part through mid-year budget adjustments, in part through a formula adjustment for holidays, and in part by hiring extra summer help.

Donna highlighted adjustments to revenue and expenditures. In particular, the Board discussed the director compensation adjustment and benefits and the way the current budget took the Library computers off of the city rotation program with the intent of relying on grant money for that. While the Library has been paying into the program for over five years, the City has yet to replace the computers. This oversight will be corrected and all of the Library's public computers will be replaced this summer. Ron noted that the council addressed amounts owed to the Library from unpaid automobile tax and that the city council will continue to use that rationale in the future to address shortages in the budget.

The Board discussed the potential of losing grant funding in general and for Libby in particular. The state library has said that there will be no LTSA grants this year. The costs for Libby paid by the Library will not raise substantially this year, but the federal grant for it will likely be going away. The Board also discussed increasing the materials budget to start replacing books in the collection, especially the children's books and the staffing limitations that make that difficult. The Board also considered

adding funds to the digital collection. The Board decided to add \$5,000 to the digital budget and \$5,000 to the physical budget.

The Board noted the items they would like to review during the next mid-year budget adjustments:

- Credit for computer replacement payments
- Increasing budget for materials and staff to replace children's books
- Address potential loss of Libby funding

Jessica Anderson moved to approve the proposed FY 2026 Library Budget with the adjustments of adding \$6,870 back in to keep the Library public access computers on the City replacement schedule, \$5,000 for the physical collection, and \$5,000 for the digital collection, along with any other slight variations to the budget up to 2% of the total budget. Wesley Warren seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Wesley Warren

The motion passed.

*c. Internet and Online Access Policy*

Pursuant to state certification requirements, the Board reviewed and considered changes to the Library's Internet and Online Access Policy. Donna noted some minor corrections to outdated references to disc drives and to address the limitations of the public access management software.

Rachel Farnsworth moved to adopt the revised Internet and Online Access Policy and submit it to the State Library. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell

Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Wesley Warren

The motion passed.

## **5. Discussion Items**

### *a. Expiring Board Seats*

The board briefly discussed board seats, for Rachel Farnsworth, Kevin Tams, and Wesley Warren, expiring in June.

## **6. Future Agenda Items**

- Library Certification
- Director Transition Process

The Board's next regular meeting will be held on June 26, 2025 at 7:00 p.m.

## **7. Adjournment**

Rachel Farnsworth moved to adjourn the Library Board meeting. Ron Campbell seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Wesley Warren

The motion passed.

The meeting adjourned at 9:14 p.m.

---

I, Jessica Anderson, Highland City Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting

held on May 22, 2025. This document constitutes the official minutes for the Highland City Library Board Meeting.



HIGHLAND CITY

# LIBRARY BOARD AGENDA REPORT ITEM #4a

---

**DATE:** July 17, 2025  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** Library Board Officer Elections

---

## **PURPOSE:**

In accordance with the Highland Library Board Bylaws, the Library Board will elect officers for the coming year.

## **BACKGROUND:**

The Bylaws of the Highland City Library Board state, “The elected officers of the Board shall include a Chair, Vice-Chair, and Secretary. These officers shall be elected, by majority vote, to one-year terms at the regular meeting in July.” (E.1) The Bylaws also describe the duties of each officer:

1. The Chair shall:
  - a. Preside at all the Board meetings.
  - b. Serve as the spokesperson, presenting the position of the majority of the Board in all official communications.
2. The Vice-Chair shall:
  - a. In the absence of the Chair, assume all duties of the Chair.
  - b. Serve as the presumptive chair-elect, subject to the Board’s regular voting procedures.
3. The Secretary shall:
  - a. Take official minutes at the meetings and send them to the City Recorder.

Officers for 2024-2025 have been:

- President: Amy Brinton
- Vice-Chair: Kevin Tams
- Secretary: Jessica Anderson

## **FISCAL IMPACT:**

None

## **STAFF RECOMMENDATION:**



The Library Board should choose from among their members new Board officers.

**PROPOSED MOTION:**

I propose that \_\_\_\_\_serve as Board Chair, \_\_\_\_\_serve as Vice-Chair, and  
\_\_\_\_\_serve as Secretary for the 2025-2026 year.

**ATTACHMENTS:**



HIGHLAND CITY

# LIBRARY BOARD AGENDA REPORT ITEM #4b

---

**DATE:** June, 22, 2025  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** Internet and Online Access Policy

---

**PURPOSE:**

The Library Board will review updates to the Internet and Online Access Policy.

**BACKGROUND:**

The Library provides access to the internet through public computers and Wi-Fi. Utah Administrative R458-2 requires that public libraries submit a copy of their online access policy every three years for that library to remain eligible for state funds. The Library Board reviewed and submitted an online access policy in 2022 and is required to submit one again this year. The policy must be submitted by July 1<sup>st</sup>, with a signed cover letter.

This requirement is meant to encourage libraries to review their online access policies on a regular basis. As I reviewed our current policy, I realized that it contains a few small errors that need to be corrected. One place mentions discs as a memory storage method, but the computers do not have a disc drive. Another sentence in the policy states that, "Library staff, at the request of an adult patron, may enable access to otherwise blocked sites for research or other lawful purposes on Library Computers or Library Wireless." Library staff do not have the ability to unblock specific websites, nor does our IT department. This is due to the limitations of the public access management software the Library uses. Although having this capability would be ideal to maximize access to information in the Library, in the six and a half years I have been library director only once has a patron asked for an internet site to be unblocked. I therefore think that it is probably not the best use of Library time and budget to seek a different online access management system that would allow the unblocking of specific websites.

**FISCAL IMPACT:**

No fiscal impact

**STAFF RECOMMENDATION:**

The Library Board adopt the revised Internet and Online Access Policy and submit it to

the State Library.

**PROPOSED MOTION:**

I move we adopt the revised Internet and Online Access Policy and submit it to the State Library.

**ATTACHMENTS:**

Internet and Online Access Policy (track changes)

## Highland City Library Internet and Online Access Policy

Providing public access to the internet enables the Highland City Library to fulfill our mission of facilitating access to information. This policy is in compliance of CIPA and is designed to meet the requirements of Utah Code Sections 9-7-213, 9-7-215, 9-7-216, and Administrative Rule R458-2-1. The purpose is to provide internet safety to Library patrons and to comply with relevant laws.

Consistent with Library policy and pursuant to Utah Code Section 9-7-215, the Library employs technology protection measures on all publicly accessible Library computers connected to the internet ("Library Computers") and on the Library's wireless internet access ("Library Wireless"). Access to visual depictions that are child pornography, harmful to minors, or obscene are blocked without, in as much as possible, infringing on the rights of library patrons to access constitutionally protected materials. Access to the internet for any illegal purpose is prohibited on Library Computers and on Library Wireless. Accordingly, access to online gambling is specifically prohibited and blocked on Library Computers and Library Wireless in accordance with Utah Code Section 76-10-1102.

The Library may prohibit access to internet sites which affect others' use of the Library resources, such as sites which may require large amounts of bandwidth. The Library may institute time limits on computer usage based on demand.

Only software owned and installed by the Highland City Library may be used on Library computers. Adding, deleting, or modifying the installed hardware or software is expressly prohibited. Outside portable hard drives and flash drives may be connected to Library Computers. However, the Library is not liable for any damage to the patron's equipment, and patrons shall be responsible for physical or virtual damage to Library Computers caused by the outside equipment. Patrons may not open prohibited materials or install any software on Library Computers.

Patrons may connect to the Library Wireless but do so at their own risk. Library staff are unable to provide technical support in setting up or maintaining access to the Library Wireless.

Patrons may print from Library Computers and shall pay for all copies at the posted rate. Patrons using the Library Wireless do not have the ability to print to the Library printer.

The Library also reminds patrons that use of the internet requires good judgment and discretion in their use of this valuable resource. It is important to note:

- Not all internet sites provide accurate, complete, or current information. It is the responsibility of each user to personally evaluate information they find on the internet.

- Some users may be offended by content they find on the internet.
- Restriction of a child's access to the internet is the responsibility of the parent/legal guardian. The Library encourages parents to learn and explore the internet with their children and to supervise their use.
- Library staff is available to assist users in locating the information they need and to carry out administrative procedures in order to ensure compliance with this policy.

Any use of the Library Computers or Library Wireless in violation of this policy may result in the Library taking disciplinary actions, including termination of internet or Library privileges and appropriate legal action. Library staff is also subject to computer, internet, network, and e-mail use policies as outlined in the City's Personnel Policy and Procedures Manual.

If a patron observes inappropriate internet usage by another patron, they should report it directly to Library staff. Administrative procedures and guidelines for staff to follow in enforcing this policy have been established and are available for public review at the Library circulation desk or on the Library website (<http://highlandut.gov/1160>). Procedures to be used to handle complaints about this policy or its enforcement are available at the Library circulation desk.

---

The Highland City Library Board originally developed and adopted an Internet and Online Access Policy on August 13, 2008. The policy was revised and adopted by the Library Board on April 22, 2019, and updated May 19, 2022 ~~and~~ May 22, 2025 and July 17, 2025. This policy will be reviewed by the Highland City Library Board at least every three years, and a copy of the new policy will be sent to the Utah State Library Division as required by Administrative Rule R458-2

## Highland City Library Internet and Online Access Policy Administrative Procedures

As a result of the Internet and Online Access Policy adopted by the Library Board, these procedures and guidelines are for staff to follow to enforce policy.

These procedures and guidelines are available for public review and will be available at the circulation desk and on the Library website.

Library staff reserves the right to monitor usage of all computers in the Library to ensure compliance with the Internet and Online Access Policy. Library staff will also respond to complaints made by patrons about internet usage.

The Internet and Online Access Policy prohibits access to sites that are harmful to minors, including sites that contain child pornography, obscenity, or violent material.

Obscenity is defined in the US Code Title 20, section 9101(8) as:

- (A) the average person, applying contemporary community standards, would find that such project, when taken as a whole, appeals to the prurient interest;
- (B) such project depicts or describes sexual conduct in a patently offensive way; and
- (C) such project, when taken as a whole, lacks serious literary, artistic, political, or scientific value.

The Library also prohibits access to sites for illegal purposes. This includes, but is not limited to, activities that are prohibited by law (i.e., gambling, terrorism, etc.).

The Library may also prohibit access to internet sites which affect others' use of the Library resources, such as sites which may require large amounts of bandwidth. These will be determined by the Library Director on an individual basis, upon consultation of the city network administrator.

Consequences of violations of this policy include:

- Ask the patron to cease using a particular site.
- Inform the patron their computer session for the day is over.
- Suspend computer and/or Library access.
- Inform the patron they may not use the computer and/or Library until reviewed by the Library Director.
- Report incident to proper authorities.

The consequence will depend on the severity of the situation. Patrons who refuse to comply with these procedures should be asked to leave the Library. Those that refuse may be referred to the police for trespassing.

In enforcing policies, Library staff is NOT enforcing the law. Rather, staff are enforcing Library policies related to the use of electronic resources and the management of the Library as a safe public space, and drawing on state statutes on which the policy was established, rather than arbitrary criteria.

Any incident in which a patron is noted violating policy should be documented and filed with the Library Director.

Patrons who have complaints about this policy, the enforcement of it, or about observed patron behavior should be immediately referred to the Library Director

Approved by the Highland City Library Board April 22, 2019, May 19, 2022. May 22, 2025. July 17, 2025